


Vendor Management & Maintenance (VMM)

PartnersOnline (POL) Registration

PartnersOnline (POL)

- Partners Online (POL) is the system vendors use to do business with Target.
- Access POL by typing www.partnersonline.com in your web browser's address bar.
- You will need to register in order to use POL and to complete the required steps in Vendor Management and Maintenance (VMM).

 When you register for POL, you will need to provide your company information. This could be your headquarters information.

PartnersOnline Registration

1. Type www.partnersonline.com in your web browser's address bar.
2. Click the **Interested in becoming a Business Partner?** link. You must do this before you will be able to log into POL.



POL
Partners Online

Sign In

Email Address

Password

Remember Me

Sign In

[Forgot your password?](#)

[Interested in becoming a Business Partner?](#) | [Learn More](#)

This website is for Target business purposes. All information that is created, stored, accessed, received or used by you through this website is considered to be the sole property of Target. By accessing and using this website, you warrant that you are using an authorized ID and password, consent to any monitoring, review and retention of the website's information, and agree to comply with the Rules of Use and other provisions of Partners Online.

Note: Internet Explorer 8 is the supported web browser for Partners Online. To protect sensitive information and leverage all site functionality, use Internet Explorer 8 when working in Partners Online.

POL Tips

- POL was built for Internet Explorer 8.0 but works with newer versions, just turn on the compatibility mode for the best experience.
- If you are working in POL/VMM and notice drop downs are missing, you may need to turn on your compatibility mode.
- If you are having trouble accessing applications, you may need to close your current internet session, open a new one and delete your cookies and temporary files and then log on again.

PartnersOnline Registration

3. Click **Get Started Now**.



Becoming a Business Partner

To begin, let us know you're interested.

How it Works:

- Today you'll let Target know you're interested and provide basic information about your business. We'll get back to you as quickly as possible (typically within a few minutes) via email.
- You will then provide us with details about your business and contact information for key employees.

How to Prepare

Information you need right now:

- Basic company information
- Your contact information

Information you will need later

- Detailed information about your business
- Information about your suppliers
- Product information

Get Started Now

PartnersOnline Registration

4. Read the Rules of Use. Click **I agree** or **I do not agree**.
 - If you click **I agree**, you will be able to proceed with POL registration.
 - If you click **I do not agree**, you will not be able to proceed with POL registration.



Rules of Use

IMPORTANT: The Partners Online® website establishes terms and conditions for doing business with Target. This agreement governs your use of this website and constitutes a legally binding agreement between you and Target.

Please review the following rules carefully. If you do not agree to these rules, you should not use this website.

Capitalized terms used and not defined herein shall have the same meaning as in Target's Partners Online® website (or any successor website thereto). For purposes of these Rules, the following terms used herein shall have the following definitions:

- Partners Online® means the private Internet website owned by Target with an address of www.partnersonline.com (or any successor to such website or any other online system of Target or use by Target), including all terms, conditions, specifications, instructions, data and reporting contained on such website(s) and/or system(s).
- Rules means this Rules of Use and Confidentiality Agreement.
- Target means Target Corporation and its subsidiaries and operating divisions (including Target Stores, SuperTarget, target.com, Target Sourcing Services Limited (TSS Ltd), and Target Sourcing Services LLC (TSS LLC)).

I agree

I do not agree

PartnersOnline Registration

5. Complete all information on the Company + Contact Information screen. Fields labeled with an asterisk (*) are required. See this page and next page for tips on how to complete. Click **Submit** when finished.*



Company + Contact Information

Give us a little information so we can get to know you and your company better.

Company Information * Required

Company Name *

Doing Business as Name (DBA)

Company Website

Headquarters Address * **Country ***

Street Address 1*

Street Address 2

Suite

Floor

City*

State or Province*

ZIP/Postal Code

Remit To Address same as Headquarters Address? Yes No

[What is this?](#)

DUNS Number

[Find DUNS number](#)

Tell us about your company or product (Limit to 140 characters)

Who can apply to become a Target business partner?

Company Information

- Enter your high level company details.
- This information should not be a person or individual.

Who should be the Business Partner Administrator?

Any individual who can be responsible for overall profile and contact management for the company they represent.

Does the Business Partner Administrator have any extra responsibilities?

The Business Party Administrator provided here is granted the ability to set up additional contacts and grant system access as desired. This can be changed later.

Partner Information

Partner Type * [What is this?](#)

Have you ever been a Partner with Target? * Yes No

Referral ID Number

[Where do I find this?](#)

Business Partner Administrator Contact Information

Name * First Name Last Name

Contact Address same as Headquarters Address? * Yes No

Phone Number * Country Code Area Code + Number Extension Primary?


[Select phone type...](#)

[Add another phone number](#)

Email Address * Primary? This email address

[Add another email address](#)

Security Check



[Generate new word](#) [Visually impaired](#)

CAPTCHA Value *

Submit

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*Please see appendix for additional information.

PartnersOnline Registration

5. See below for some additional tips and help when completing this page.

The information in the gray box provides additional guidance to complete this screen.

Who can apply to become a Target business partner?

- Companies who provide goods for resale, contribute raw materials to produce these goods, or who provide transportation services are currently eligible to sign up.
- Companies providing goods not for resale are not eligible to sign up at this time.

What does Target want to know about my product or company?
For now, Target would just like a brief statement about your product or company. You will be able to enter more detailed information about your company and product(s) later.


Who should be the Business Partner Administrator?
Any individual who can be responsible for overall profile and contact management for the company they represent.

Does the Business Partner Administrator have any extra responsibilities?
The Business Party Administrator provided here is granted the ability to set up additional contacts and grant system access as desired. This can be changed later.

Click the **red links** to see more detail about a field.

Click the **magnifying glass** to enter in the Country Code.

Click **Submit** after you have completed all fields.



Company + Contact Information

Give us a little information so we can get to know you and your company better.

Company Information * Required

Company Name *

Doing Business as Name (DBA)

Company Website

Headquarters Address *

Country *

Street Address 1*

Street Address 2

Suite

Floor

City*

State or Province*

Postal Code

Remit To Address same as Headquarters Address? Yes No

[What is this?](#)

DUNS Number
[Find DUNS number](#)

Tell us about your company or product (Limit to 140 characters)

Partner Information

Partner Type *
[What is this?](#)
[Add another partner type](#)

Have you ever been a Partner with Target? * Yes No

Referral ID Number
[Where do I find this?](#)

Business Partner Administrator Contact Information

Name *

Contact Address same as Headquarters Address? * Yes No

Phone Number *


Country Code	Area Code + Number	Extension	Primary?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Add another phone number](#)

Email Address *
[Add another email address](#)

Primary? This email address will be your log in ID

Security Check



[Generate new word](#) [Visually impaired](#)

CAPTCHA Value *

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PartnersOnline Registration

6. After clicking **Submit**, Target will review your information. You will receive four emails from Vendor.Management@Target.com.

The emails will contain:

- I. Confirmation of information submitted to POL
- II. User ID
- III. Temporary password
- IV. Partner Type

You should receive the emails within 24 hours after clicking submit. If you do not receive the email after 24 hours, please contact the POL Help Desk at (612)-304-3310, option 3, option 2). You will need to use the User ID and temporary password to log into POL.

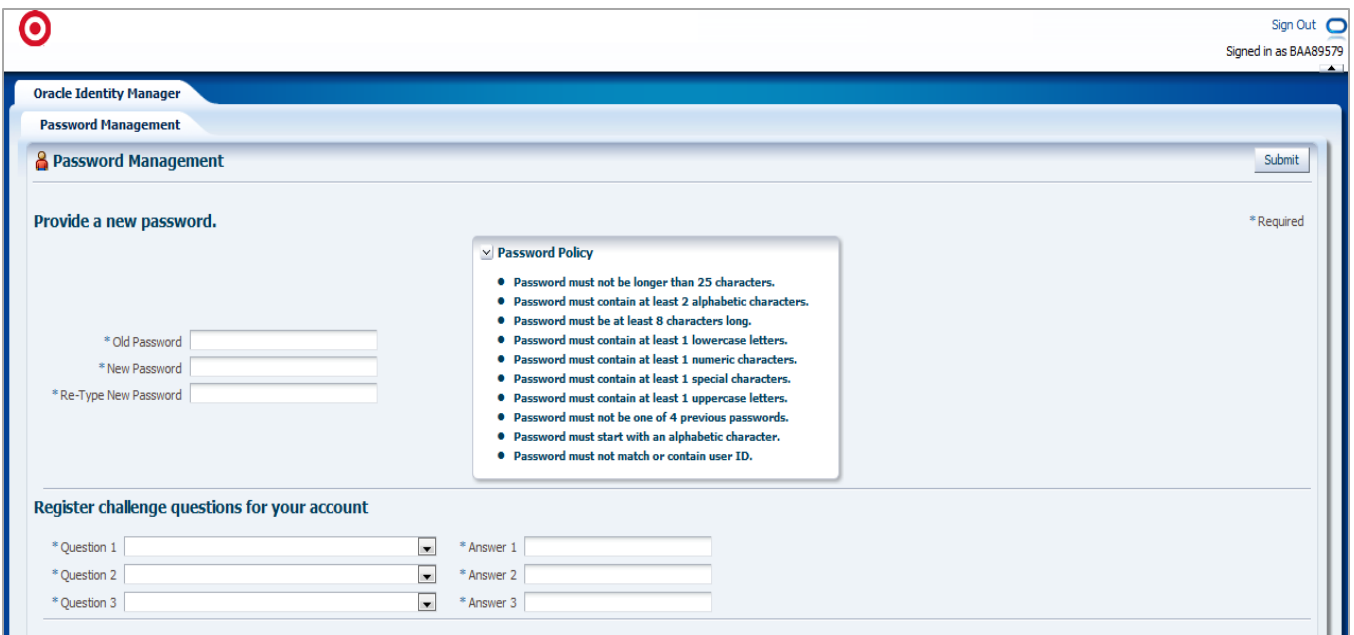
Note: Target systems will validate that the company + contact information you provide aren't currently in our system. If duplicate information is found, the Data Governance team will review the information submitted. They will either approve or deny your submission.

- *Approve:* You will receive the four emails listed above.
- *Deny:* You will receive an email stating your submission has been declined. The name listed as the contact of the company you entered will be sent an email alerting them that someone is trying to set up details for their company in the system.


Tip: Make sure someone hasn't already registered with Target before starting.

PartnersOnline Registration

7. Upon receiving your user ID and temporary password, log in to www.partnersonline.com to identify the remaining required steps to be set up as a Business Partner for Target.
- The first step you will take is to update your password*.
 - If you are using Internet Explorer 9.0 or higher, you will need to turn on your compatibility view.



Oracle Identity Manager

Sign Out 
Signed in as BAA89579

Password Management

Submit

Provide a new password. * Required

Password Policy

- Password must not be longer than 25 characters.
- Password must contain at least 2 alphabetic characters.
- Password must be at least 8 characters long.
- Password must contain at least 1 lowercase letters.
- Password must contain at least 1 numeric characters.
- Password must contain at least 1 special characters.
- Password must contain at least 1 uppercase letters.
- Password must not be one of 4 previous passwords.
- Password must start with an alphabetic character.
- Password must not match or contain user ID.

* Old Password

* New Password

* Re-Type New Password

Register challenge questions for your account

* Question 1 * Answer 1

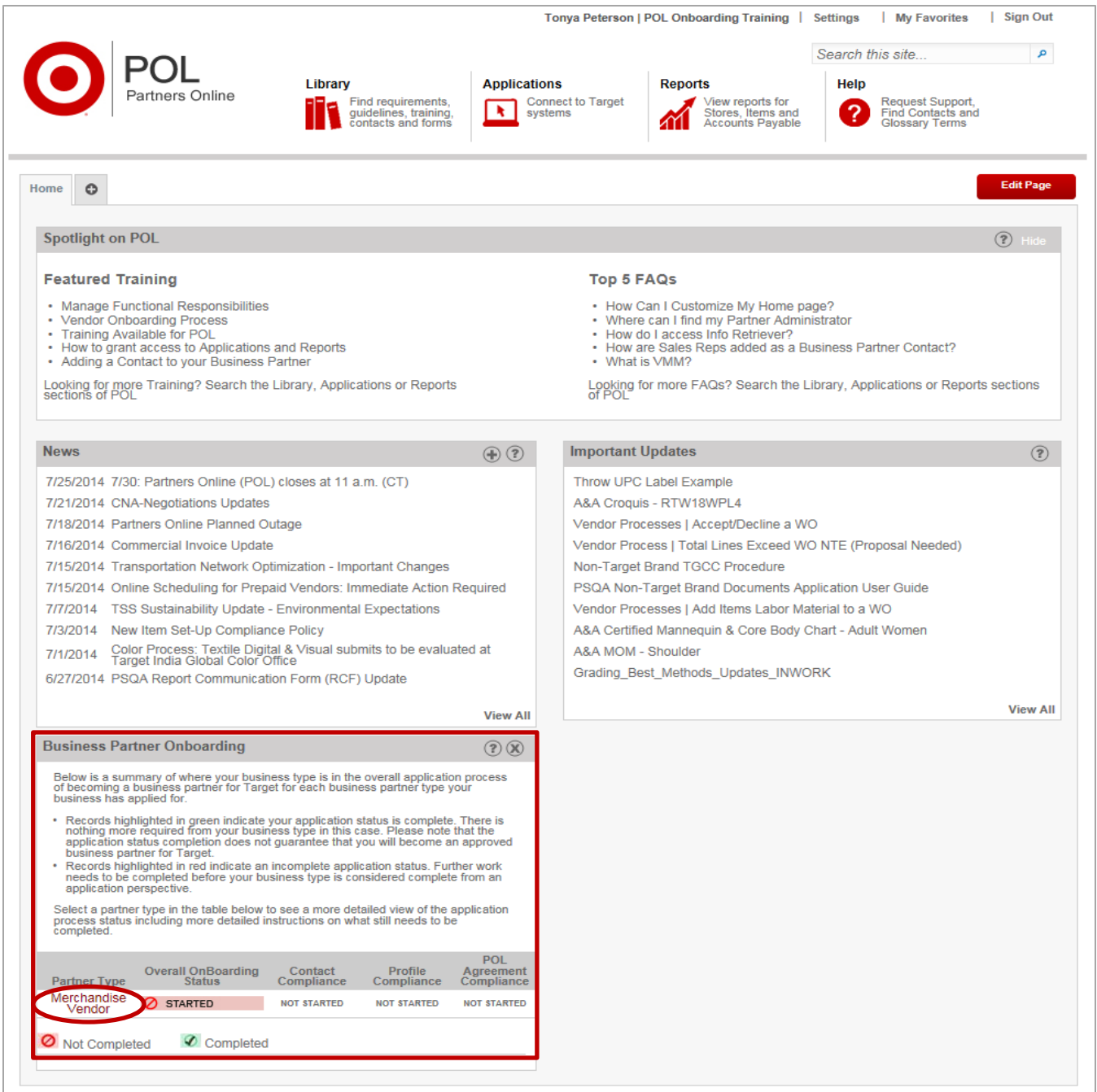
* Question 2 * Answer 2

* Question 3 * Answer 3

*Once this step is completed, you will have access to hyperlinks in POL that support steps in the remainder of this document.

PartnersOnline Registration

8. At the bottom left hand corner of the POL homepage, you will see the Business Partner Onboarding section. This will tell you which steps you may still need to take in order to be set up as a Business Partner for Target. Click the link under Partner Type to see more information.



The screenshot shows the POL Partners Online homepage. At the top right, there are navigation links: Tonya Peterson | POL Onboarding Training | Settings | My Favorites | Sign Out. Below this is a search bar and a navigation menu with sections: Library (Find requirements, guidelines, training, contacts and forms), Applications (Connect to Target systems), Reports (View reports for Stores, Items and Accounts Payable), and Help (Request Support, Find Contacts and Glossary Terms). The main content area includes a 'Spotlight on POL' section with 'Featured Training' and 'Top 5 FAQs'. Below that are 'News' and 'Important Updates' sections. At the bottom left, the 'Business Partner Onboarding' section is highlighted with a red box. It contains a summary of the application process, a list of records with their completion status, and a table with columns for Partner Type, Overall OnBoarding Status, Contact Compliance, Profile Compliance, and POL Agreement Compliance. The 'Merchandise Vendor' record is highlighted in red, indicating it is not completed.

Business Partner Onboarding

Below is a summary of where your business type is in the overall application process of becoming a business partner for Target for each business partner type your business has applied for.

- Records highlighted in green indicate your application status is complete. There is nothing more required from your business type in this case. Please note that the application status completion does not guarantee that you will become an approved business partner for Target.
- Records highlighted in red indicate an incomplete application status. Further work needs to be completed before your business type is considered complete from an application perspective.

Select a partner type in the table below to see a more detailed view of the application process status including more detailed instructions on what still needs to be completed.

Partner Type	Overall OnBoarding Status	Contact Compliance	Profile Compliance	POL Agreement Compliance
Merchandise Vendor	NOT STARTED	NOT STARTED	NOT STARTED	NOT STARTED

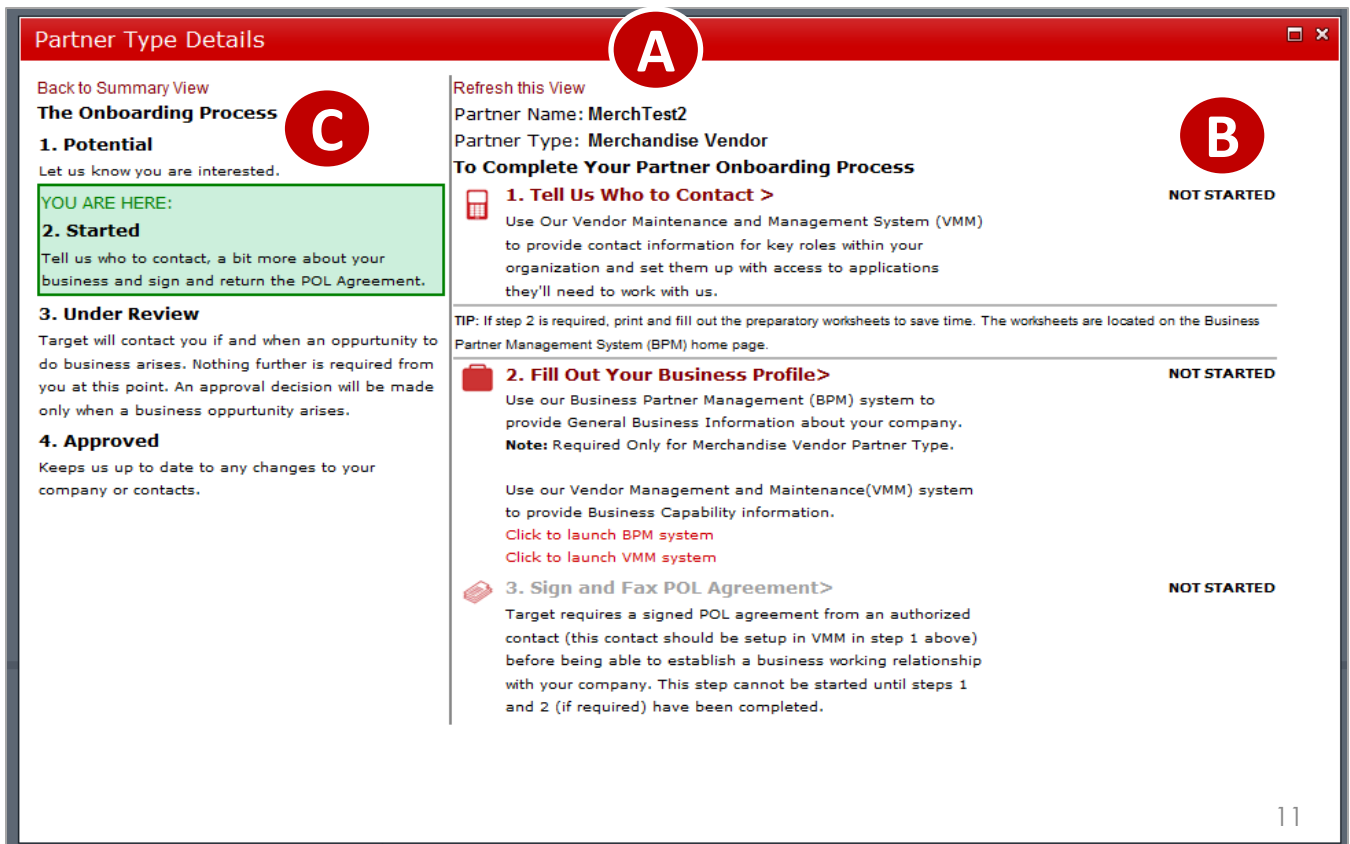
Not Completed
 Completed

PartnersOnline Registration

9. After clicking the Partner Type link, you will see the following detail:

- A. You may need to take up to three steps in order to be set up as a Business Partner for Target. Review all details within each step to make sure you complete the necessary action. Links may not work until the previous step has been started.
- B. Reference the status for each step to understand which steps are completed or may still be in progress.
- C. Reference the Onboarding Process section to understand where you are in the full onboarding process.

Note: POL onboarding requirements may vary by Partner Type.



Partner Type Details

Back to Summary View

The Onboarding Process

1. Potential
Let us know you are interested.

YOU ARE HERE: 2. Started
Tell us who to contact, a bit more about your business and sign and return the POL Agreement.

3. Under Review
Target will contact you if and when an opportunity to do business arises. Nothing further is required from you at this point. An approval decision will be made only when a business opportunity arises.

4. Approved
Keeps us up to date to any changes to your company or contacts.

Refresh this View

Partner Name: MerchTest2
Partner Type: Merchandise Vendor

To Complete Your Partner Onboarding Process

1. Tell Us Who to Contact > NOT STARTED
Use Our Vendor Maintenance and Management System (VMM) to provide contact information for key roles within your organization and set them up with access to applications they'll need to work with us.

TIP: If step 2 is required, print and fill out the preparatory worksheets to save time. The worksheets are located on the Business Partner Management System (BPM) home page.

2. Fill Out Your Business Profile> NOT STARTED
Use our Business Partner Management (BPM) system to provide General Business Information about your company.
Note: Required Only for Merchandise Vendor Partner Type.

Use our Vendor Management and Maintenance(VMM) system to provide Business Capability information.
[Click to launch BPM system](#)
[Click to launch VMM system](#)

3. Sign and Fax POL Agreement> NOT STARTED
Target requires a signed POL agreement from an authorized contact (this contact should be setup in VMM in step 1 above) before being able to establish a business working relationship with your company. This step cannot be started until steps 1 and 2 (if required) have been completed.

PartnersOnline Registration

10. Complete step 1 of the onboarding process: Tell us who to contact?

- Click **Tell Us Who to Contact** to be taken directly into VMM to update this information.

Partner Type Details □ ×

[Back to Summary View](#)

The Onboarding Process

1. Potential
Let us know you are interested.

YOU ARE HERE:

2. Started
Tell us who to contact, a bit more about your business and sign and return the POL Agreement.

3. Under Review
Target will contact you if and when an opportunity to do business arises. Nothing further is required from you at this point. An approval decision will be made only when a business opportunity arises.


4. Approved
Keeps us up to date to any changes to your company or contacts.

Refresh this View

Partner Name: **MerchTest2**

Partner Type: **Merchandise Vendor**


To Complete Your Partner Onboarding Process

 **1. Tell Us Who to Contact >**

Use Our Vendor Maintenance and Management System (VMM) to provide contact information for key roles within your organization and set them up with access to applications they'll need to work with us.

NOT STARTED


TIP: If step 2 is required, print and fill out the preparatory worksheets to save time. The worksheets are located on the Business Partner Management System (BPM) home page.

 **2. Fill Out Your Business Profile>**

Use our Business Partner Management (BPM) system to provide General Business Information about your company.
Note: Required Only for Merchandise Vendor Partner Type.

Use our Vendor Management and Maintenance(VMM) system to provide Business Capability information.
[Click to launch BPM system](#)
[Click to launch VMM system](#)

NOT STARTED

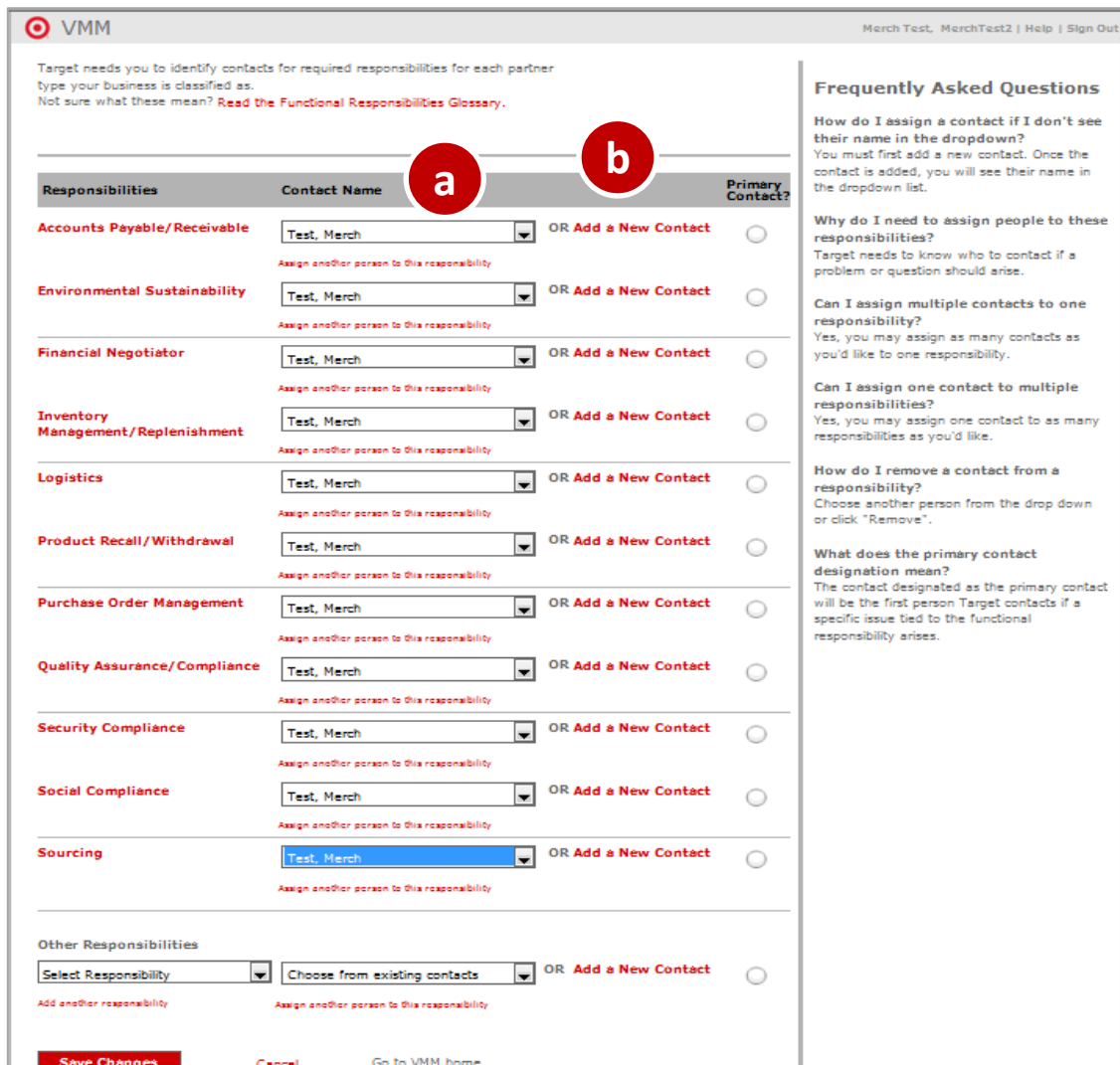
 **3. Sign and Fax POL Agreement>**

Target requires a signed POL agreement from an authorized contact (this contact should be setup in VMM in step 1 above) before being able to establish a business working relationship with your company. This step cannot be started until steps 1 and 2 (if required) have been completed.

NOT STARTED

VMM: Add Contact Information

11. Select a contact name for all required Functional Responsibilities listed. Required contacts vary by Partner Type. There are two options to complete this step:
 - a. Under the **Contact Name** drop down, the name that was entered in POL as the Business Partner Administrator will appear. If this person should be assigned to a Functional Responsibility, select the Contact Name.
 - b. If you need to **Add a New Contact**, click the link in red for each Functional Responsibility. For steps on how to perform this action, reference the [VMM training guide](#) on POL for How to add a Contact.
- Save changes once this step has been completed.



VMM Merch Test, MerchTest2 | Help | Sign Out

Target needs you to identify contacts for required responsibilities for each partner type your business is classified as.
Not sure what these mean? [Read the Functional Responsibilities Glossary.](#)

Responsibilities	Contact Name		Primary Contact?
Accounts Payable/Receivable	Test, Merch	OR Add a New Contact	<input type="radio"/>
Environmental Sustainability	Test, Merch	OR Add a New Contact	<input type="radio"/>
Financial Negotiator	Test, Merch	OR Add a New Contact	<input type="radio"/>
Inventory Management/Replenishment	Test, Merch	OR Add a New Contact	<input type="radio"/>
Logistics	Test, Merch	OR Add a New Contact	<input type="radio"/>
Product Recall/Withdrawal	Test, Merch	OR Add a New Contact	<input type="radio"/>
Purchase Order Management	Test, Merch	OR Add a New Contact	<input type="radio"/>
Quality Assurance/Compliance	Test, Merch	OR Add a New Contact	<input type="radio"/>
Security Compliance	Test, Merch	OR Add a New Contact	<input type="radio"/>
Social Compliance	Test, Merch	OR Add a New Contact	<input type="radio"/>
Sourcing	Test, Merch	OR Add a New Contact	<input type="radio"/>
Other Responsibilities	Select Responsibility	Choose from existing contacts	<input type="radio"/>

Frequently Asked Questions

How do I assign a contact if I don't see their name in the dropdown?
You must first add a new contact. Once the contact is added, you will see their name in the dropdown list.

Why do I need to assign people to these responsibilities?
Target needs to know who to contact if a problem or question should arise.

Can I assign multiple contacts to one responsibility?
Yes, you may assign as many contacts as you'd like to one responsibility.

Can I assign one contact to multiple responsibilities?
Yes, you may assign one contact to as many responsibilities as you'd like.

How do I remove a contact from a responsibility?
Choose another person from the drop down or click "Remove".

What does the primary contact designation mean?
The contact designated as the primary contact will be the first person Target contacts if a specific issue tied to the functional responsibility arises.

Save Changes **Cancel** [Go to VMM home](#)

PartnersOnline Registration

12. Complete step 2 of the onboarding process: Fill out your Business Profile. You will be directed to use two links for this step:
- Click to launch BPM system** to answer some general business information about your company. Step by step cards are located on the [BPM Training page](#) in POL.
 - Click to launch VMM system** to provide information on your capabilities and locations. Use the [VMM training guide](#) for reference.
- Note:** When step 2 is in a In Progress status, you can access the link for step 3.

Partner Type Details

[Back to Summary View](#)

The Onboarding Process

- Potential**
Let us know you are interested.
YOU ARE HERE:
- Started**
Tell us who to contact, a bit more about your business and sign and return the POL Agreement.
- Under Review**
Target will contact you if and when an opportunity to do business arises. Nothing further is required from you at this point. An approval decision will be made only when a business opportunity arises.
- Approved**
Keeps us up to date to any changes to your company or contacts.

[Refresh this View](#)

Partner Name: POL Onboarding Training
Partner Type: Merchandise Vendor

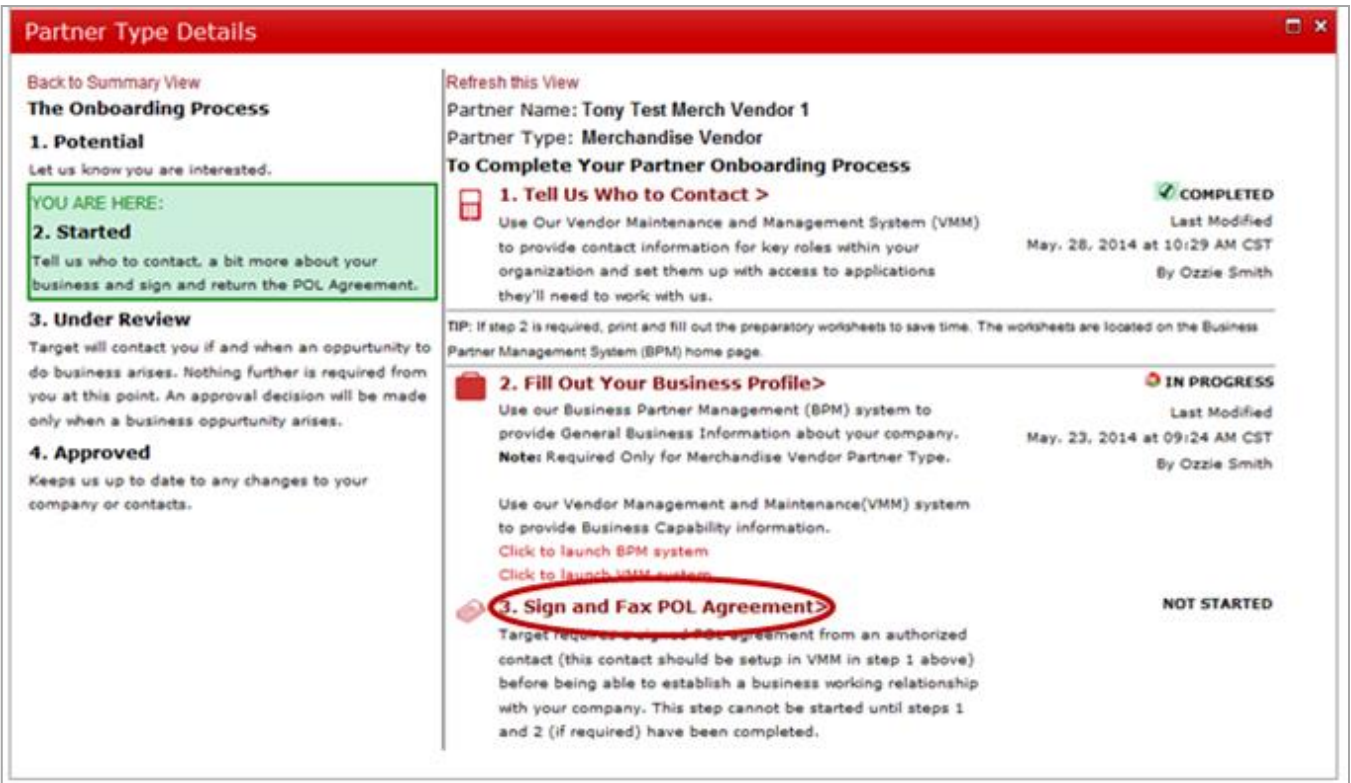
To Complete Your Partner Onboarding Process

- 1. Tell Us Who to Contact >** ✔ COMPLETED
Use Our Vendor Maintenance and Management System (VMM) to provide contact information for key roles within your organization and set them up with access to applications they'll need to work with us. Last Modified
Jul. 25, 2014 at 04:42 PM CST
By Tonya Peterson
- 2. Fill Out Your Business Profile >** NOT STARTED
Use our Business Partner Management System (BPM) to provide us with information about your business. You will need the following:
 - General Business Information.
 - Facility information.
 - Capability information.
- 3. Sign and Fax POL Agreement >** NOT STARTED
Target requires a signed POL agreement from an authorized contact (this contact should be setup in VMM in step 1 above) before being able to establish a business working relationship with your company. This step cannot be started until steps 1 and 2 (if required) have been completed.

PartnersOnline Registration

13. Sign and fax POL agreement

- Click **Sign and Fax POL Agreement** to open the agreement.
- **NOTE:** You will not be able to complete this step until steps 1 and 2 (if required) have been completed and in progress. You can complete steps 2 & 3 simultaneously.



Partner Type Details

[Back to Summary View](#)

The Onboarding Process

- 1. Potential**
Let us know you are interested.
YOU ARE HERE:
2. Started
Tell us who to contact, a bit more about your business and sign and return the POL Agreement.
- 3. Under Review**
Target will contact you if and when an opportunity to do business arises. Nothing further is required from you at this point. An approval decision will be made only when a business opportunity arises.
- 4. Approved**
Keeps us up to date to any changes to your company or contacts.

[Refresh this View](#)

Partner Name: **Tony Test Merch Vendor 1**
Partner Type: **Merchandise Vendor**
To Complete Your Partner Onboarding Process

- 1. Tell Us Who to Contact >** ✔ **COMPLETED**
Use Our Vendor Maintenance and Management System (VMM) to provide contact information for key roles within your organization and set them up with access to applications they'll need to work with us.
Last Modified: May, 28, 2014 at 10:29 AM CST
By Ozzie Smith
- 2. Fill Out Your Business Profile >** 🔄 **IN PROGRESS**
Use our Business Partner Management (BPM) system to provide General Business Information about your company.
Note: Required Only for Merchandise Vendor Partner Type.
Last Modified: May, 23, 2014 at 09:24 AM CST
By Ozzie Smith
Use our Vendor Management and Maintenance(VMM) system to provide Business Capability information.
[Click to launch BPM system](#)
[Click to launch VMM system](#)
- 3. Sign and Fax POL Agreement >** **NOT STARTED**
Target requires signed POL agreement from an authorized contact (this contact should be setup in VMM in step 1 above) before being able to establish a business working relationship with your company. This step cannot be started until steps 1 and 2 (if required) have been completed.

TIP: If step 2 is required, print and fill out the preparatory worksheets to save time. The worksheets are located on the Business Partner Management System (BPM) home page.

PartnersOnline Registration

14. Once you have completed all onboarding steps, your Partner Type will show an "Under Review" status. After your information is reviewed, your Overall Onboarding Status will change to "Approved".

Partner Type Details

Back to Summary View

The Onboarding Process

1. Potential
Let us know you are interested.

2. Started
Tell us who to contact, a bit more about your business and sign and return the POL Agreement.

YOU ARE HERE:

3. Under Review
Target will contact you if and when an opportunity to do business arises. Nothing further is required from you at this point. An approval decision will be made only when a business opportunity arises.

4. Approved
Keeps us up to date to any changes to your company or contacts.

Refresh this View

Partner Name: **BioBubble Pets**
Partner Type: **Merchandise Vendor**

To Complete Your Partner Onboarding Process


1. Tell Us Who to Contact >
Use Our Vendor Maintenance and Management System (VMM) to provide contact information for key roles within your organization and set them up with access to applications they'll need to work with us.
Last Modified: Sep. 03, 2012 at 09:27 AM CST
By Brad Strotz

2. Fill Out Your Business Profile >
Use our Business Partner Management System (BPM) to provide us with information about your business. You will need the following:
Last Modified: Nov. 15, 2012 at 11:05 AM CST
By Brad Strotz

3. Sign and Fax POL Agreement >
Target requires a signed POL agreement from an authorized contact (this contact should be set up in VMM in step 1 above) before being able to establish a business working relationship with your company. This step cannot be started until steps 1 and 2 (if required) have been completed.
Last Modified: Nov. 09, 2012 at 04:33 PM CST
By TFWCOB



Tonya Peterson | POL Onboarding Training | Settings | My Favorites | Sign Out

 **POL** Partners Online

Library Find requirements, guidelines, training, contacts and forms

Applications Connect to Target systems

Reports View reports for Stores, Items and Accounts Payable

Help Request Support, Find Contacts and Glossary Terms

Search this site...

Home Edit Page

Spotlight on POL

Featured Training

- Manage Functional Responsibilities
- Vendor Onboarding Process
- Training Available for POL
- How to grant access to Applications and Reports
- Adding a Contact to your Business Partner

Looking for more Training? Search the Library, Applications or Reports sections of POL.

Top 5 FAQs

- How Can I Customize My Home page?
- Where can I find my Partner Administrator
- How do I access Info Retriever?
- How are Sales Reps added as a Business Partner Contact?
- What is VMM?

Looking for more FAQs? Search the Library, Applications or Reports sections of POL.

News

- 7/25/2014 7:30: Partners Online (POL) closes at 11 a.m. (CT)
- 7/21/2014 CNA-Negotiations Updates
- 7/18/2014 Partners Online Planned Outage
- 7/16/2014 Commercial Invoice Update
- 7/15/2014 Transportation Network Optimization - Important Changes
- 7/15/2014 Online Scheduling for Prepaid Vendors: Immediate Action Required
- 7/7/2014 TSS Sustainability Update - Environmental Expectations
- 7/3/2014 New Item Set-Up Compliance Policy
- 7/1/2014 Color Process: Textile Digital & Visual submits to be evaluated at Target India Global Color Office
- 6/27/2014 PSQA Report Communication Form (RCF) Update

[View All](#)

Business Partner Onboarding

Business Partner Onboarding

Below is a summary of where your business type is in the overall application process of becoming a business partner for Target for each business partner type your business has applied for.

- Records highlighted in green indicate your application status is complete. There is nothing more required from your business type in this case. Please note that the application status completion does not guarantee that you will become an approved business partner for Target.
- Records highlighted in red indicate an incomplete application status. Further work needs to be completed before your business type is considered complete from an application perspective.

Select a partner type in the table below to see a more detailed view of the application process status including more detailed instructions on what still needs to be completed.

Partner Type	Overall Onboarding Status	Contact Compliance	Profile Compliance	POL Agreement Compliance
Merchandise Vendor	COMPLETED	COMPLETED	COMPLETED	COMPLETED
Not Completed	Not Completed	Not Completed	Not Completed	Not Completed

POL Onboarding & Vendor Set-up

- The POL onboarding process and obtaining a vendor number and order point set up are concurrent processes.
- Refer to the below steps to understand the entire process.
- **Note:** If you are not a Merchandise Vendor you only need to take the steps listed under POL Onboarding.

POL Onboarding

Business Partner initiates POL set-up by clicking Interested in becoming a Business Partner on the POL log in screen.



Overall Onboarding Status: Started



Business Partner Completes requirements for POL approval (MV vendor does all three steps):

1. Contact Information
2. Business Profile Information
2. POL Agreement



Overall Onboarding Status: Under Review



MPSD Support/Data Governance Completes the POL Process:

1. Approve BP in VMM
2. Tie vendor number in VMM



Overall Onboarding Status: Approved

GMS Vendor

(Target Internal System for Merchandise Vendors)

Target begins the process to set up Vendor Number and Order Point. Business Partner will be asked to complete some additional forms.



Business Partner:

1. Sends invoice to ap.newvendorinvoice@target.com.
2. Complete EDI registrations via [www. Partnersonline.com](http://www.Partnersonline.com).
3. Fax copy of Certificate of Insurance to 1-888-808-7985.



Vendor Number and Order Point requires approval from five Target teams (get list from Jill/Amy):

1. Accounts Payable
2. Transportation (Domestic)
3. Inventory Management
4. Imports (Foreign)
5. Approved for Purchase

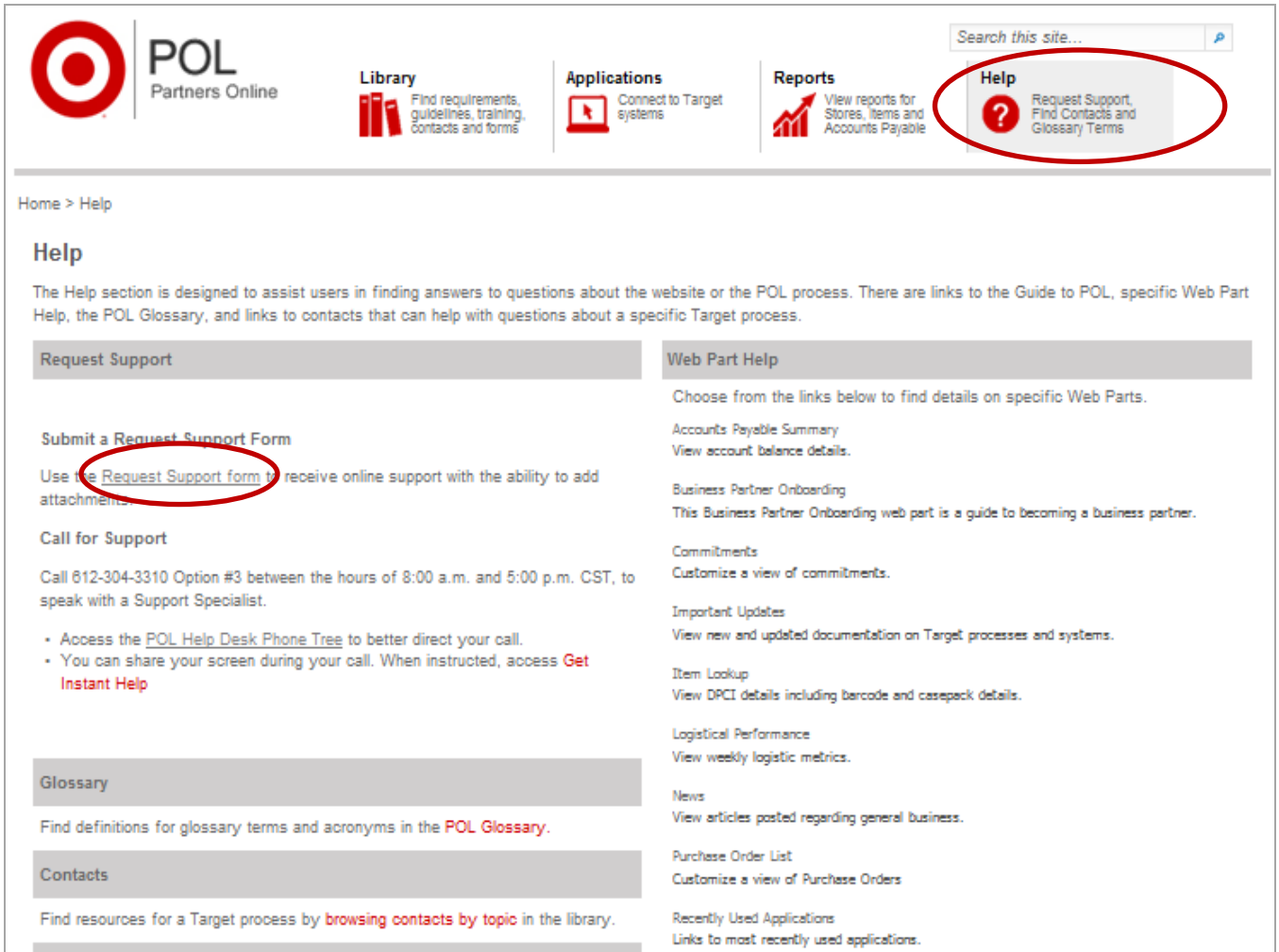


Vendor Number Created

VMM Resources

Need additional help?

1. Contact the POL Helpdesk at (612) 304-3310.
2. Click the **Help** option on PartnersOnline to find support resources. A link to the **Request Support form** is listed here.



The screenshot shows the POL Partners Online website interface. At the top, there is a navigation bar with the POL logo and several menu items: Library, Applications, Reports, and Help. The Help menu item is circled in red. Below the navigation bar, the main content area is titled "Help" and contains a "Request Support" section. In this section, the link "Request Support form" is circled in red. Other sections include "Web Part Help", "Glossary", and "Contacts".

Request Support

Submit a Request Support Form

Use the [Request Support form](#) to receive online support with the ability to add attachments.

Call for Support

Call 612-304-3310 Option #3 between the hours of 8:00 a.m. and 5:00 p.m. CST, to speak with a Support Specialist.

- Access the [POL Help Desk Phone Tree](#) to better direct your call.
- You can share your screen during your call. When instructed, access [Get Instant Help](#)

Glossary

Find definitions for glossary terms and acronyms in the [POL Glossary](#).

Contacts

Find resources for a Target process by [browsing contacts by topic](#) in the library.

Web Part Help

Choose from the links below to find details on specific Web Parts.

- [Accounts Payable Summary](#)
View account balance details.
- [Business Partner Onboarding](#)
This Business Partner Onboarding web part is a guide to becoming a business partner.
- [Commitments](#)
Customize a view of commitments.
- [Important Updates](#)
View new and updated documentation on Target processes and systems.
- [Item Lookup](#)
View DPCI details including barcode and casepack details.
- [Logistical Performance](#)
View weekly logistic metrics.
- [News](#)
View articles posted regarding general business.
- [Purchase Order List](#)
Customize a view of Purchase Orders
- [Recently Used Applications](#)
Links to most recently used applications.

APPENDIX

PartnersOnline Registration Glossary

Company Information

- **Company Name:** Business organization that makes, buys, or sells goods or provides services in exchange for money.
- **Doing Business as Name (DBA):** If your company uses another name for business operations, include this detail.
- **Company Website:** Enter in a website if applicable.
- **Headquarters Address:** Complete the fields where your headquarters is located.
 - **Country**
 - **Street Address**
 - **City**
 - **State or Province**
 - **Zip Code or Postal Code**
- **Remit to Address same as Headquarter Address?** This is your billing address. It can be the same as your headquarters address.
- **DUNS Number:** A Dun & Bradstreet Number (DUNS) is a unique nine-digit industry standard ID for keeping track of businesses worldwide.
- **Tell us about your company or product:** Provide details on what your business does.

Partner Information

- **Partner Type:** Best describes the type of business you want to do with Target.
- **Have you ever been a Partner with Target?** Select yes or no.
- **Referral ID Number:** Optional to complete. Include if you were referred by another company to do business with Target.

Business Partner Administrator Contact Information

Should be completed for the individual who is responsible for overall profile and contact management for the company that he/she represents.

- **Name:** Enter name of primary contact.
- **Contact Address same as Headquarters Address?** If the individual works at the same location as headquarters, choose **yes**.
- **Phone Number:** Enter a phone number that the person can be contacted at.
- **Email Address:** Enter a primary email address.

Security Check

- **CAPTCHA Value:** Enter the alphanumeric code as it appears in the security box. CAPTCHA is a program that protects websites against bots by generating and grading tests that humans can pass but current computer programs cannot.